

INTERAGENCY CLASSIFICATION REVIEW COMMITTEE
WASHINGTON, D.C. 20408

DEC 10 1973

TO:

FROM:

William L. Brown
Executive Director *WLB*

SUBJECT:

Departmental Inspection and Sampling
Programs Established to Meet Requirements of ICRC Quarterly Reporting
System.

In order to determine the reliability of data being received through the Interagency Classification Review Committee's quarterly reporting system and pursuant to authority contained in Sec. 7 of Executive Order 11652, dated March 8, 1972, and Sections IX and X of the implementing National Security Council Directive of May 17, 1972, the ICRC requests the following:

1. Submit two copies of the departmental inspection program which has been set up by your agency to determine the classification abuses to be reported on the quarterly Report of Classification Abuses form (SF 322). The requirement for an inspection program is set forth in Attachment #2 to the ICRC February 27, 1973, Letter of Instructions Re: Quarterly Reports to the Interagency Classification Review Committee. In addition, if not otherwise in the program to be submitted, please report on the number of individuals to be utilized for the inspection activities, the resources allocated to the endeavor, the frequency of inspections, and the procedures for conducting the inspections.
2. Submit two copies of the departmental sampling program which has been set up to determine a reliable extrapolated estimate of the actual count required for the Quarterly Summary Report (SF 324) if sampling techniques are used in lieu of an actual count. (See Attachment #5 to the ICRC February 27, 1973, Letter of Instructions). It should be noted that scientific sampling

2

techniques must be used in order to obtain a reliable extrapolated count. Each Department using sampling techniques should indicate this fact on its Quarterly Summary Report form.

The above information should be submitted to the ICRC by Monday, January 7, 1974. If you should have any questions or if you believe we can be of any assistance, please call the ICRC office at 962-0411.